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# COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242

(562) 940-2501



**CALVIN C. REMINGTON**  
Interim Chief Probation Officer

February 29, 2016

To: Each Supervisor

From:  Calvin C. Remington  
Interim Chief Probation Officer

Subject: **MAXIMIZING UTILIZATION OF JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA) FUNDING: CONTRACTS WITH COMMUNITY-BASED ORGANIZATIONS FOR THE PROVISION OF CRITICAL PROGRAMS AND SERVICES (RELATES TO ITEM 7, AGENDA OF MARCH 1, 2016)**

This is to provide your Board with additional information related to Item 7, Agenda of March 1, 2016, a motion by Supervisors Kuehl and Ridley-Thomas, which would 1) authorize the Interim Chief Probation Officer, or his designee, to execute appropriate contracts, including necessary amendments, after County Counsel approval, with community-based organizations (CBOs) approved by the Juvenile Justice Coordinating Council for the provision of critical programs and services in each of the Supervisorial Districts as included in the Comprehensive Multi-Agency Juvenile Justice Plan (Plan); and 2) instruct the Interim Chief Probation Officer to report back to the Board in writing within thirty (30) days on the status of the Plan and each of the contracts executed pursuant to the motion.

## **Preparation of Contracts**

In anticipation of the Board's approval of the motion, the Probation Department (Probation) has begun working on the preparation of the necessary contracts. Upon the Board's approval of the motion, Probation will work with County Counsel and each CBO to ensure that the contracts are expeditiously effectuated so that the Board's priority juvenile justice programs may begin immediately. This will include executing all necessary contracts with the CBOs who will be receiving their share of the \$5 million in Board-directed Juvenile Justice Crime Prevention Act (JJCPA) funds.

## **Payments to CBOs on a Cost Reimbursement Basis**

The impending contracts will include provisions that will enable CBOs, upon commencing services, to begin invoicing Probation for incurred expenses on a cost reimbursement basis, which is allowable by the State under the JJCPA.

## **Exploring the Feasibility of Providing Advance Contract Payments to CBOs**

As it is essential to expedite the delivery of critical programs and services and in recognition that some agencies may express the need for start-up funds, Probation is exploring the feasibility of providing advance contract payments. Thus far, we are informed that the County Fiscal Manual allows departments to issue advance contract payments to vendors, provided that contracts include appropriate advance payment recovery provisions and that departments and vendors exercise appropriate due diligence, including that vendors demonstrate a "critical need" for the advance payment and meet certain fiscal viability standards issued by the County's Auditor-Controller.

To ensure compliance with JJCPA guidelines, we have contacted the State's Department of Finance and Controller's Office regarding the feasibility of advancing JJCPA funds, and have been referred to our Auditor-Controller and County Counsel for interpretation of the Government Code that enacted JJCPA, fundamental accounting/audit principles, and our County's internal controls. We have also been informed that once JJCPA funds have been appropriated, they are County funds, and how they are managed should be guided by County requirements. Consequently, the viability of any cash advancement of JJCPA funds, should it become necessary, is under review by County Counsel and Auditor-Controller.

To the extent it is determined that advance contract payments of JJCPA funds is allowable, any of the CBOs receiving a portion of the \$5 million in JJCPA funds that express a "critical need" for advance contract payments will need to meet certain fiscal viability standards set by the Auditor-Controller. Probation will exercise due diligence in providing advance contract funding, if allowable under the County's guidelines. However, unlike certain non-JJCPA-funded Board-approved contracts that allow for 100% of the value of the contract to be advanced to the CBO upon contract execution, such funding would not be fiscally prudent under the circumstances.

Additionally, as applicable, Probation will include appropriate cost reimbursement and advance payment provisions in the contracts and will specifically discuss such provisions and due diligence requirements with each CBO prior to the execution of the contracts.

Please contact me if you have any questions, or your staff may contact Reaver Bingham, Deputy Chief, Field Services, at (562) 940-2513, or [reaver.bingham@probation.lacounty.gov](mailto:reaver.bingham@probation.lacounty.gov), or Paul Vinetz, Bureau Chief, Pasadena Field Office, at (626) 356-5539, or [paul.vinetz@probation.lacounty.gov](mailto:paul.vinetz@probation.lacounty.gov).

CCR:srw

c: Chief Executive Office  
Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Justice Deputies



## COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242  
(562) 940-2501



**CALVIN C. REMINGTON**  
Interim Chief Probation Officer

April 13, 2016

TO: Supervisor Hilda L. Solis, Chair  
Supervisor Mark Ridley-Thomas  
Supervisor Sheila Kuehl  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: Calvin C. Remington  
Interim Chief Probation Officer

SUBJECT: **REPORT BACK ON MAXIMIZING UTILIZATION OF JUVENILE JUSTICE CRIME PREVENTION ACT FUNDING: CONTRACTS WITH COMMUNITY-BASED ORGANIZATIONS FOR THE PROVISION OF CRITICAL PROGRAMS AND SERVICES (ITEM #7, AGENDA OF MARCH 1, 2016)**

On March 1, 2016, on motion of Supervisors Kuehl and Ridley-Thomas, the Board 1) authorized the Interim Chief Probation, or his designee, to execute appropriate contracts, including necessary amendments, after County Counsel approval, with the community-based organizations approved by the Juvenile Justice Coordinating Council for the provision of critical programs and services in each of the Supervisorial Districts, as included in the Comprehensive Multi-Agency Juvenile Justice Plan (Plan); and 2) instructed the Interim Chief Probation Officer to report back to the Board in writing within 30 days on the status of the Plan and each of the contracts executed pursuant to this motion.

Upon approval of the above motion, my staff worked with County Counsel to prepare 17 contracts with 16 community-based organizations for the delivery of the Board's priority juvenile justice programs, based on each community-based organization's allocation of the \$5 million in Board-directed Juvenile Justice Crime Prevention Act funds.

To date, 16 out of 17 contracts have been fully executed and are underway. The remaining contract is under review by its respective agency and is anticipated to be executed within the next few days if no issues arise.

Each Supervisor  
April 13, 2016  
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Please let me know if you have any questions or require additional information, or your staff may contact Reaver Bingham, Deputy Chief, Field Services, at (562) 940-2513.

CCR:REB

c: Lori Glasgow, Executive Officer, Board of Supervisors  
Sachi A. Hamai, Chief Executive Officer  
Mary C. Wickham, County Counsel  
Justice Deputies